

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

February 14, 2013

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler, Leah O. Dunn, Karen L. Durden, Dan A. Estes, Jim W. McKnight, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. Jim Kerley, and Derrick Bennett

Member Absent:

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| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:01 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Roberson led those present in the pledge of allegiance to the American flag. |
| Alma Mater | 1.4 | Ms. Emily Nolan, student, performed the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Ms. Butler welcomed Mr. Les Brackett, president, GCSC Foundation, Inc.; Ms. Libby McNaron, chair, Faculty Council; Ms. Katrina Porter, chair, Professional Employee Council; and Mr. Aaron Wagner, president, Student Government Association. |
| Hearing of Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.7 | Ms. Durden moved and Mr. Estes seconded approval of the minutes of the board's January 17, 2013, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| Special Presentations | 1.8 | Ms. Butler read a resolution recognizing Mr. Clint Mayo, past president, GCSC Foundation, Inc., for his outstanding leadership and support to the College and the community. Dr. Kerley |

presented him with the Soaring Eagle Award and a certificate of appreciation.

Ms. Durden made a motion to approve the resolution as presented. Ms. Dunn seconded and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

Dr. Kerley also presented a Soaring Eagle Award to Ms. Cherise Greski, consultant, Campus Works, for her outstanding guidance and support during the Banner implementation.

**2. Trustee
Comments**

2.1 Trustee comments were deferred to later in the meeting.

**Attorney's
Report**

2.2.1 Attorney Bennett gave a brief overview of the Highway 98/23rd Street expansion project planned by the Florida Department of Transportation and the expected impact to the College. Due to the major impact expected and the loss of prime property along Highway 98, he recommended the engagement of a firm specializing in eminent domain law, Gray/Robinson, Attorneys at Law, to represent the College with Attorney Kent Hipp leading the team assigned to the College. A tie vote followed (Dunn, aye; Durden, aye; Estes, aye; McKnight, no; Patronis, no; Roberson, no; Tannehill, no; and Butler, aye) and a recommendation was made to immediately hold a trustee workshop to evaluate possible legal options.

Ms. Butler requested that a special meeting be scheduled for trustees to discuss all options available for a potential attorney to assist Attorney Bennett in the Department of Transportation negotiations. There were no objections concerning the request for temporary assistance from Attorney Kent Hipp to attend the Department of Transportation meeting occurring that afternoon.

**Trustee
Comments**

2.1 Ms. Butler invited trustee comments. Mr. Roberson, Ms. Dunn, and Ms. Patronis commended the dinner hosted by the GCSC Foundation, Inc. and noted the importance of showcasing our students. Mr. Tannehill and Mr. Estes welcomed Mr. Les Brackett, president, GCSC Foundation, Inc. and thanked Mr. Mayo for his service. Ms. Butler spoke of her meetings with legislators to encourage visits to the campus and attend tours of the ATC. Ms. Durden expressed concerns about the current testing and acceptance policy for the nursing and dental programs and requested that the procedures be reevaluated. In order to have more time to review documents, Mr. Roberson

requested that binder materials be sent to trustees a week before each meeting.

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| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Les Brackett updated trustees on the GCSC Foundation, Inc., including \$65,000 received in private contributions over the past month. He also stated that current unaudited assets stand at over \$26 million and that the Annual Foundation Meeting was a success. |
| Honorary Trustee Updates | 2.4 | The Honorary Trustees were unable to attend today's meeting. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, April 11, 2013, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Mr. Aaron Wagner, president, Student Government Association, reported on various events, including the Spring Luau scheduled for April 2013. |
| Program Focus | 3.2 | Mr. Chris Thomes, executive director, Marketing & Communications, and Ms. Laura Green, coordinator, Marketing & Communications, gave an overview of GCSC's social media strategy. |
| 4. Personnel Recommendations | 4.1 | Agenda Items 4.1 , 4.2 , and 4.3 were bundled for approval.

Trustees were asked to approve professional and career personnel recommendations. |

Professional Services

Employment

Douglas E. Boortz - Assistant Coordinator, Public Safety, effective February 4, 2013 – June 30, 2013, annual salary of \$28,550.

Naisy M. Dolar - Florida TRADE Coordinator, Continuing Education, effective February 5, 2013 – June 30, 2013, annual salary of \$34,160. Position funded from Florida TRADE Grant.

Isioma F. Ogwude - Recruiter, Student Affairs, effective February 11, 2013 – June 4, 2013, annual salary of \$25,220.

Sung S. Piper - Temporary Full- Time, Assistant Professor, Natural Sciences, effective January 4, 2013 – May 4, 2013, salary of \$15,963. Ms. Piper fills the position vacated due to a leave of absence in the department.

Sharon E. Watley - Coordinator I, Workforce Center, Economic Development, effective January 29, 2013 – June 30, 2013, annual salary of \$40,000. Ms. Watley fills the position vacated by the retirement of Wilson L. Hair.

Reclassification

Ursula Y. Backus - From Financial Aid Assistant I (Grade 9), to Financial Aid Advisor & Verification Specialist, effective February 1, 2013 – June 30, 2013, annual salary of \$26,164. Ms. Backus fills the position vacated by the resignation of Mikki A. Pazman.

Resignation

Donna R. Fowler - Associate Professor, Health Sciences Division, effective February 14, 2013.

Pamela N. Hutto - Upward Bound Grant Project Coordinator, Student Affairs, effective February 7, 2013.

Retirement

Susan N. Blue - Assistant Professor, Language & Literature Division, effective July 31, 2013.

Exit DROP

Raymond Jackson - Coordinator Fire Science, Public Safety, effective May 17, 2013.

Corrections

Wilson L. Hair - Correction of December 13, 2012, Board Item, change of Exit DROP date from April 27, 2013, to April 30, 2013.

Career Services

Retirement

George J. Collins - Custodian (Grade 6), Maintenance & Operations, effective April 30, 2013.

Contract Ratifications **4.2**

Trustees were asked to approve Contract Ratifications.

December 2012 Overloads **4.3**

Trustees were asked to approve January 2013 Monthly Exceptional Overloads.

Following review of the professional and career personnel, contract ratifications, and January 2013 Monthly Exceptional Overload recommendations, Mr. McKnight moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

Inventoried Property **4.4**

Trustees reviewed a listing of items determined to be obsolete or worthless by the property custodians, and they were asked to authorize disposal of the items. Mr. Estes moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

Tentative Approval of Changes to Manual of Policy **4.5**

Agenda items **4.5.1**, **4.5.2**, and **4.5.3** were bundled for approval.

Trustees were asked to provide tentative approval for the following Manual of Policy revisions:

Policy 6.045, Resignations – Breach of Contract

Changes are needed to ensure continuity of operations of the college.

Policy 6.070, Vacation Leave for Personnel Employed on 12-Month Basis

Changes are needed to ensure continuity of operations of the college when a staff member in a Director level or above position resigns or retires from the college.

Policy 7.011, Graduation

Changes are needed to update the graduation application process and the awarding of baccalaureate degrees.

Mr. Estes made a motion to accept the recommendations as presented. Mr. Roberson seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of
Change Order
#18 to the
ATC Contract**

4.6

Trustees were asked to approve Change Order #18 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This is a deductive change order in the amount of \$357,869.99 for the direct purchase of materials, resulting in a new contract amount of \$26,423,704.57.

Ms. Durden made a motion to accept the recommendation as presented. Mr. McKnight seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of
Change Order
#2 to the
Rosenwald
Classroom
Building Roof
Replacement
Project
Contract**

4.7

Trustees were asked to approve Change Order #2 to the Anderson & Associates contract for the Rosenwald Classroom Building roof replacement project. This is an additive change order in the amount of \$8,802.72 primarily due to the addition of several replacement exhaust fans and associated costs, replacement of blinds in several classrooms, and reductions in several budget lines. This results in a new contract amount of \$678,010.53.

Mr. Estes made a motion to accept the recommendation as presented. Mr. McKnight seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of
Budget
Amendment to
the Restricted
Current Fund
(Fund 2)**

4.8

Approval was given for the budget amendment J1300652 to the Restricted Current Fund (Fund 2) to establish the budgets for a number of 2012-2013 GCSC Workforce Center programs.

Mr. McKnight made a motion to accept the recommendation as presented. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Final
Approval of
\$10K
Baccalaureate
Degree
Proposal**

4.9

Trustees were asked to give final approval for the awarding of a \$10,000 Baccalaureate Degree in Organizational Management. In order to curb the historical trend of escalating costs of higher education, GCSC is accepting Governor Scott's challenge to design a means for students to earn a baccalaureate degree for a total cost of \$10,000.

Ms. Patronis asked for the percentage of students that require developmental courses, which Dr. Kerley answered to be approximately 60 percent. Dr. Lavender stated that due to

legislative changes, more high school graduates are enrolling at college level.

Ms. Durden made a motion to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of
Change Order
#3 to the
Rosenwald
Classroom
Building Roof
Replacement
Project
Contract**

4.10 Trustees were asked to approve Change Order #3 to the Anderson & Associates contract for the Rosenwald Classroom Building roof replacement project. This is a deductive change order in the amount of \$138,420.78 for the direct purchase of materials totaling \$76,021.74 and deletion of the project contingency balance of \$62,399.04, resulting in a new contract amount of \$539,589.75.

Mr. Estes made a motion to accept the recommendation as presented. Ms. Patronis seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of
Change Order
#19 to the
ATC Contract**

4.11 Trustees were asked to approve Change Order #19 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This is a deductive change order in the amount of \$236,391.58 for the direct purchase of materials, resulting in a new contract amount of \$26,187,312.99.

Mr. Estes made a motion to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**5. 2012-13
College
Operating
Budget**

5.1 Trustees reviewed the Budget/Financial Activity Report for fiscal year 2012-13 as of December 31, 2012.

**Lighthouse
Progress
Report**

5.2.1 Dr. Kerley mentioned Mr. Herman Daniels's retirement and the promotion of Ms. Rhonda Barker as Chief Information Officer, effective April 1, 2013.

**Strategic
Planning
Update**

5.2.2 Dr. Kerley stated that the College will soon be in a transitional period to create a new strategic plan.

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| Advanced Technology Center Update | 5.2.3 | Mr. Mercer gave an update on the ATC stating that the College has recognized significant savings on the project primarily through the direct purchase of materials. These savings will be reinvested in the project. |
| Development Update | 5.2.4 | Ms. Melissa Hagan, chief development officer, provided trustees with an update on recent activities in the Development Office, including fundraising projects and the GCSC alumni dinner. |
| President's Report | 5.3.1 | Dr. Kerley shared with trustees some recent activities occurring at the college including meetings with state officials, ATC presentations, and STEM funding. |
| Global Issues | 5.3.2 | Dr. Kerley provided trustees with information on global issues and events. |
| Administrative Updates | 5.4 | Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area. |
| 6. Good of the Order | 6.1 | Trustees were invited to attend the Controlled Burns and the Water Below photography gallery by Jeremy Chandler, February 15-March 14, Amelia Center, Room 128, as well as other College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 12:04 p.m. |

Secretary

Chairman